

# **3 FAH-2 H-400 Appendix J 500**

## **FSN 500 HEALTH GROUP**

*(TL:FSNH-8; 8-27-93)*

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional specialist, subordinate technical, or related clerical work in the medical field or in related services such as nursing.

Series of classes included in this group are:

Physician Series	FSN 505
Nurse Series	FSN 510
Medical Technician Series	FSN 515

## **FSN 505 PHYSICIAN SERIES**

This series includes positions the duties of which are to advise on, administer, supervise, or perform professional work in the field of medicine. The collegiate degree of Doctor of Medicine is a fundamental requirement for positions in this series. A current license to practice medicine is also a requirement. The method of providing medical services to employees at establishments abroad varies from country to country. In some establishments an American doctor is assigned. At other establishments a full-time doctor is employed as a local employee. In other establishments a doctor may be employed less than full-time on a contract basis. In other cases arrangements are made for referral of employees to a hospital or clinic on an out or in-patient basis. One grade level is considered to be sufficient for the needs of establishments abroad. This series is thus limited to:

Medical Officer

FSN 505-12

# **FSN 505-12 INTERAGENCY POSITION CLASSIFICATION STANDARDS**

**GROUP:** Health  
**TITLE:** Medical Officer

**SERIES:** Physician  
**LEVEL:** FSN 505-12

## **BASIC FUNCTION:**

Providing medical services to a Peace Corps (P.C.) contingent or to employees and dependents of an embassy and associated agencies.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

(1) Provides professional medical services and has overall responsibility for the health care, medical orientation, physical examination, and immunization program for Peace Corps personnel in a particular country. Maintains doctor's office hours for P.C. personnel assigned within the vicinity of the city or who come there for health care or advice. Is available for the emergency situations at any time. Is responsible for scheduling, supervising, and/or administering physical examinations and immunizations to P.C. volunteers in accordance with P.C. standards and requirements. In case of serious illness makes administrative arrangements for medical evacuation to the United States or to another country. Examines hospitals, clinics, and medical offices throughout the country, and determines which facilities and medications for P.C. personnel at the approved facilities. Also makes arrangements for notification and billing when P.C. personnel are treated at the facilities. Is responsible for the timely requisitioning of medications, immunizations, health kits, and other supplies, materials, and equipment necessary for the P.C. health program in the country. Advises P.C. Country Director on matters relating to the placement of P.C. personnel where medical issues are raised for reasons such as the infirmities of particular volunteers or the remoteness of particular sites where P.C. volunteers are stationed. Prepares required reports regarding the illnesses and injuries to P.C. personnel. As necessary, travels throughout the country in connection with the Medical Program.

(2) Serves as Medical Officer and provides professional medical services to American employees (and dependents) assigned to an embassy, AID Mission, USIS, FCS, FAS and other agencies associated with the embassy in a particular country. Illness for which medical services are provided range from minor complaints (colds, internal disturbances, muscle aches, minor injuries, etc.) to serious emergency illnesses or injuries requiring hospitalization and/or evacuation. Advises employees on health subjects including infant and prenatal care, nutrition, communicable disease prevention, food and water sanitation, etc. Gives physical examinations to employees and dependents prior to their departure for home leave and/or transfer. Gives pre-employment physical examinations for FSN employees or reviews and approves examinations given by private doctors. Coordinates with local hospitals, surgeons, and medical specialists in connection with diagnosis, treatment, and care of employees and their dependents.

**DESIRED QUALIFICATIONS:**

**EDUCATION:** M.D. collegiate degree, completion of an approved internship, and a license to practice medicine acceptable in the host country and comparable to requirements in the United States.

**EXPERIENCE:** At least six years of progressive experience equivalent in breadth and intensity to six years of formal residency training. Ideally, at least two of the six years will be in formal residency training.

**LANGUAGE:** Level 3 English ability (good working knowledge) plus fluency in the use of professional medical terminology.

**PERSONAL CHARACTERISTICS REQUIRED:** Doctors working in Medical Units of establishments abroad must be sensitive to the needs and feelings of others and be approachable and personable in order to obtain and maintain the trust and confidence of employees and their dependents. They should also have such personal traits as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment.

**DISTINGUISHING FEATURES:**

This is the only level provided in the Standards in the Physician Series, as this is the level considered to be appropriate for medical officer positions in establishments abroad. In both examples cited under duties and responsibilities, the doctor works without technical medical supervision and has full responsibility for planning and administering the health program. Guidelines are provided by the appropriate agency headquarters office of the overseas establishment, and a qualified medical representative from the headquarters office may visit the post one or more times annually to evaluate the program and provide suggestions for changes or improvements. Supervision exercised varies from one establishment to another and may consist of from one to four nurses and/or medical

technicians. Medical officer positions typify the top specialist level in terms of professional educational and experience qualifications, complexity of duties, level of responsibility, and requirement for the exercise of sound judgment.

## **FSN 510 NURSE SERIES**

All of the positions in this series require a knowledge of professional nursing concepts and practices gained through the completion of a professional nursing education program and through supplementary nursing experience. They also require registration to practice as a professional nurse. The positions operate in the Health Unit of a Foreign Service Post where they assist in the Department's Medical Program of aiding employees to maintain their general health while they are assigned to a particular post; of providing aid and assistance in emergency health or accident situations; of providing supportive care in longer range cases such as pregnancy, alcohol problems, or chronic illness; and of giving physical examination in connection with employee's transfer.

The Nursing Series provides standards for two levels of Nurse positions. They are:

Nurse	FSN 510-8
Nurse	FSN 510-6

Nurse FSN-8 level is the highest level in the Nurse standards. Nurse FSN-6 level is the lowest. The grade level differences between these levels are described in detail in the Standards. The fact that Nurse positions at FSN-7 are not specifically described in the Standards is not intended to imply that this level does not exist. Posts should classify Nurse positions to this level if indicated upon comparison of their positions with the Standards for Nurse FSN-8 and Nurse FSN-6.

Positions may exist at various posts that are a combination of Nurse and Administrative Assistant duties or of Nurse duties and secretarial duties. Positions of this type should be classified according to the Mixed Position Rule. In these cases, however, the incumbents must possess a professional nursing education and be registered to practice as a professional nurse if the nurse portion of the position is to be given recognition under the Nurse Standards.

The Nurse Standards are written exclusively for professional Nurse positions. Nursing Assistants, Physicians' Assistants, and Practical Nurses are specifically excluded from this series.

# FSN 510-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

**GROUP:** Health  
**TITLE:** Nurse

**SERIES:** Nurse  
**LEVEL:** FSN 510-8

## **BASIC FUNCTION:**

Performs professional nursing services in the Health Unit of a Foreign Service Post.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Performs professional nursing duties required in the Health Unit of a Foreign Service Post. Screens American and Foreign Service National employees seeking assistance in the Medical Unit by treating and dispensing medication to those having minor complaints (colds, muscle aches, headaches, minor injuries, bruises, insect bites, etc.). Checks vital signs, takes brief initial history, and refers patients to physician when indicated. In the absence of the Health Unit doctor, sees all patients, provides supportive care and treatment when indicated, and refers patients to appropriate private physicians as deemed necessary. Administers the immunization and injection program required for the area and for travel outside the area. Prepares patients and equipment and assists doctor with minor surgical, obstetrical, and gynecological procedures. Performs limited portions of physical examinations, e.g., blood pressure, EKG, vision, hearing, etc. Counsels employees on varied health subjects including nutrition, care of minor injuries and illnesses, family and health problems, home care of communicable diseases, infant and pre-natal care. Follows up by telephone or interview on serious or acute conditions, chronic illness, pregnancy, etc., by contacting employee, private physicians, hospitals, and supervisors. Maintains close checks on medical supplies, especially rapidly moving drugs and biologicals, and orders with sufficient lead time to keep adequate supply on hand.

## **DESIRED QUALIFICATIONS:**

**EDUCATION:** Graduation from an associate degree program or other program of at least two years in length, in a school of professional nursing approved by the legally designated agency in the host country. If education was acquired elsewhere, it must be substantially comparable and equivalent and, in all cases, employee must have an active, current registration as a professional nurse.

**EXPERIENCE:** Three years of professional nursing experience of the type that will have provided the employee with knowledge and ability to perform fully the work of the position in the post's Health Unit for which being considered.

**LANGUAGE:** Level 3 English ability (good working knowledge) plus fluency in use of professional medical terminology.

**KNOWLEDGE:** Ability to counsel employees with physical, emotional, or mental problems. Ability to use specialized medical equipment and techniques, such as oxygen equipment, resuscitator, EKG machine. Knowledge of symptoms to enable distinguishing between, for example, diabetic coma and insulin shock, for purposes of determining treatment in emergency situations in absence of physician. Knowledge of professional nursing principles, procedures, and their application in the health unit setting.

**PERSONAL CHARACTERISTICS REQUIRED:** Nurses working in post's Medical Unit should have dedication, sympathy, and sensitivity to the needs and feelings of others. They should also have such personal traits as empathy, maturity, stability, objectivity, resourcefulness, adaptability, and sound judgment. They must be able to work harmoniously and effectively with others in difficult situations, and to establish and maintain satisfactory working relationships with individuals and groups in the various agencies serviced by the post's Medical Unit.

**DISTINGUISHING FEATURES:**

The work performed in Nurse FSN-8 positions is more complex than in Nurse positions at lower levels in that Nurse FSN-8 employees participate to a greater extent in treating patients, in assisting in physical examinations, and in counseling employees about their problems and about health programs, such as those for alcoholics and drug users. They also are required to use greater judgment in providing treatment, for example, for colds and determining whether patients should be seen by a physician, returned to work, or sent home. In the absence of post's doctor, they must use judgment in determining the extent or seriousness of illness or injury and whether to treat in the Medical Unit, refer to a physician, or send to a hospital. Guideline procedures established for the operation of the post's health program and Medical Unit do not cover every possible situation and employee must use judgment as indicated above. Nurse employees work under the general direction of an American nurse or a physician who provides advice and guidance on unusual problems. Within the established guideline procedures, Nurse FSN-8 employees independently interview, treat, and refer patients. The supervisory nurse or doctor may occasionally monitor counseling sessions with patients. They review reports and records for professional accuracy.

**SUPPLEMENTARY NOTES:**

There is no consistent pattern of organization of Medical Units at posts through-out the Foreign Service. In some Units, there may be an American doctor assigned to cover the post and a regional area, and may be assisted by an American Nurse plus a FSN nurse, or by one or two FSN nurses. In other units there may be an American nurse, one or two FSN nurses, and a local physician employed on a part-time basis under contract. Another combination may be one or two FSN nurses and a local physician who is available on call or referral. The Nurse FSN-8 position may be found at any medical unit if the duties and responsibilities as described are present. Nurse positions at the FSN-8 level represent the highest level described in the Nurse series.

# FSN 510-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

**GROUP:** Health  
**TITLE:** Nurse

**SERIES:** Nurse  
**LEVEL:** FSN 510-6

## **BASIC FUNCTION:**

Performs professional nursing services in the Health Unit of a Foreign Service Post.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Provides professional nursing services in the Health Unit of a Foreign Service Post by performing the following type duties:

- Administers immunizations, inoculations, allergy treatments, and medications as indicated by doctor or supervisory nurse or by immunization schedule.
- Performs first aid for minor burns, cuts, bruises, sprains.
- Sterilizes instruments and supplies.
- Obtains initial information from patients and history of symptoms.
- Maintains records, writes reports of activities, assures orderliness and sanitation of unit, maintains supplies and equipment.

## **DESIRED QUALIFICATIONS:**

**EDUCATION:** Graduation from an associate degree program or other program of at least two years in length, in a school of professional nursing approved by the legally designated agency in the host country. If education was acquired elsewhere, it must be substantially comparable and equivalent, and in all cases employee must have an active current registration as a professional nurse.

**EXPERIENCE:** Two years of professional nursing experience of the type that will have provided the employee with the knowledge and ability to perform fully the work of the position in the post's Health Unit for which he/she is being considered.

**LANGUAGE:** Level 3 English ability (good working knowledge).

**KNOWLEDGE:** Knowledge of professional nursing principles, procedures, and their application to the Health Unit setting. Skill in applying professional nursing care to employees who visit the Health Unit.

**PERSONAL CHARACTERISTICS REQUIRED:** Nurses working in post's Medical Unit should have dedication, sympathy, and sensitivity to the needs and feelings of others. They should also have such personal traits as empathy, maturity, stability, objectivity, resourcefulness, adaptability, and sound judgment. They must be able to work harmoniously and effectively with others in difficult situations, and to establish and maintain satisfactory working relationships with individuals and groups in the various agencies serviced by the post's Medical Unit.

**DISTINGUISHING FEATURES:**

The work performed at this level is less complex than in nurse positions at the next higher level, as it consists primarily of the routine steps involved in interviewing patients to record their symptoms and complaints, treating minor illnesses and injuries, administering injections and prescribed medications, and keeping records. Guidelines include nursing procedures, administrative rules and regulations, and immunization schedules. Nurses at this level work under the supervision of a medical officer or nurse of higher grade. Employee takes histories and treats minor injuries and illnesses independently but refers cases that require extensive counseling or treatment to medical officer or nurse supervisor. The work of providing treatment is spot-checked periodically, and records and reports are reviewed for accuracy. Personal relationships are primarily contacts with other employees of the health unit. In summary, nurse positions at this level differ from higher level nurse positions in that the work they perform is less complex, supervision is more direct, and less judgment is required in determining patient's condition, as referral is made to doctor or higher level nurse in all cases but those requiring routine patient care procedures.

**SUPPLEMENTARY NOTES:**

Nurse positions at the FSN-6 level represent the lowest level described in the Nurse Series. Lower level Nurse positions are trainee nurse positions. Although such positions could be required at some medical units in the Foreign Service, in the great majority of cases because of the small size of the medical units, more experienced nurses are usually needed.

## **FSN 515 MEDICAL TECHNICIAN**

This series includes positions which involve assisting the Medical Officer in the Medical Unit at a Foreign Service Post by performing a variety of laboratory tests, examinations, and determinations to provide the Medical Officer with laboratory data necessary for the diagnosis, care, and treatment of patients. The work requires a practical knowledge of the techniques of medical laboratory practice in the area of microbiology, parasitology, urinalysis, and hematology.

The series includes two levels. They are:

Medical Technician	FSN 515-6
Medical Technician	FSN 515-5

# FSN 515-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

**GROUP:** Health  
**TITLE:** Medical Technician

**SERIES:** Medical Technician  
**LEVEL:** FSN 515-6

## **BASIC FUNCTION:**

Performs medical laboratory technician duties in the Health Unit of a Foreign Service Post.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Operates the medical laboratory of the post's Health Unit and provides the medical officer with the laboratory data that may be necessary for the diagnosis, care, and treatment of patients. Performs a wide variety of laboratory tests, examinations, and determinations many of which are complex and difficult and often not covered in detail by the laboratory procedures manual. The tests are made for diagnostic purposes for employees assigned to the post, for required pre-departure physical examinations of employees and their dependents leaving the post, and for pre-employment physical examination of Foreign Service National job applicants. Tests include: Microbiology - performs a variety of diagnostic tests and makes microscopic examinations of cultures for the purpose of positive identification of numerous specimens of bacteria. Parasitology - performs tests and techniques for identification of parasites. Urinalysis - including chemistries and microscopic analysis. Hematology - test for red and white cell count and for other blood indications as requested by medical officer. Blood Banking - blood typing and cross matching for compatibility for transfusion purposes. Requests replacement of laboratory supplies, equipment, and test kits. At certain posts may perform periodic testing of drinking water for potability.

## **DESIRED QUALIFICATIONS:**

**EDUCATION:** Completion of secondary school, plus technical training in a program of at least two years in length in a school authorized for training of medical laboratory technicians.

**EXPERIENCE:** Two years of specialized experience in a hospital or medical laboratory that will have provided the employee with the knowledge and ability to perform fully the work of the Medical Technician position in the post's Health Unit for which he/she is being considered.

**LANGUAGE:** Level 3 English (good working knowledge).

**KNOWLEDGE:** Knowledge of laboratory procedures, tests, examinations, and techniques, including use of laboratory equipment needed to provide post Medical Unit with requested laboratory data.

**DISTINGUISHING FEATURES:**

Medical Laboratory Technicians at this level perform the most difficult and complex laboratory tests and examinations performed at Foreign Service Medical Units, and the level described represents the highest level for Foreign Service Local Medical Laboratory Technician positions. The tests and examinations are more difficult at this level than at the next lower level, as the technician in many cases must exercise judgment in selecting alternative ways of proceeding with a test, depending upon the results obtained in the earlier stages in the test. All aspects of the selected tests are not covered in detail in guidelines, but are outlined in general terms by the medical officer. At this level the technician is expected to recognize and solve most problems, but in especially complex or unusual tests, advice is available from the medical officer. Review consists of infrequent spot-checks and occasionally observation of work in progress.

**SUPPLEMENTARY NOTES:**

Very few Medical Laboratory Technician positions at grade FSN-6 exist in the Foreign Service as the major part of the work performed in most of the medical units is not the complex, difficult testing that the FSN-6 Medical Laboratory Technician level is intended to describe. On the contrary, most Medical Laboratory positions at Foreign Service Medical Units perform a variety of standardized tests and examinations following laboratory manual or instructions which give detailed information on procedures, equipment, precautions, etc. Work of this type is recognized at the next lower level.

# FSN 515-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

**GROUP:** Health  
**TITLE:** Medical Technician

**SERIES:** Medical Technician  
**LEVEL:** FSN 515-5

## **BASIC FUNCTION:**

Performs medical laboratory technician duties in the Health Unit of a Foreign Service Post.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

As a medical laboratory technician in a Foreign Service Health Unit, provides the medical officer with laboratory data needed for the diagnosis, care, and treatment of patients. Performs a variety of laboratory tests and examinations in the areas of Hematology, Parasitology, Urinalysis, and Microbiology. The tests are relatively standardized and the procedures are well-established but involve the use of complex equipment in some cases and many meticulous, sequential steps to complete a test. Prepares laboratory reports and maintains laboratory records. Requests laboratory supplies and equipment.

## **DESIRED QUALIFICATIONS:**

**EDUCATION:** Completion of secondary school plus technical training in a program of at two years in length in a school authorized for training of medical laboratory technicians.

**EXPERIENCE:** One and one-half years of specialized experience in a hospital or medical laboratory that will have provided the employee with the knowledge and ability to perform fully the work of the Medical Technician position in the Post's Health Unit for which he/she is being considered.

**LANGUAGE:** Level 3 English (good working knowledge).

**KNOWLEDGE:** Knowledge of laboratory procedures, tests, examinations, and techniques needed to provide Post's Medical Unit with requested laboratory data.

## **DISTINGUISHING FEATURES:**

Medical Laboratory Technician FSN-5 positions differ from Medical Laboratory Technician FSN-6 positions in that the tests and examinations performed are generally less complex and difficult because the many steps and procedures are covered in the commonly accepted and understood instructions, guidelines, or laboratory manuals. Although Technicians FSN-5 exercise judgment in recognizing technical irregularities, atypical findings, and other comparable problems, they secure confirmation or guidance from the medical officer. Medical Technician FSN-6 employees are expected to recognize and solve most problems with only occasional requests for supervisory assistance. Supervisory control over the results of tests performed by Medical Technicians FSN-5 is greater than over Technicians FSN-6 as the accuracy and dependability of the results of tests performed by the latter are typically accepted with only cursory review and very infrequent spot-check.